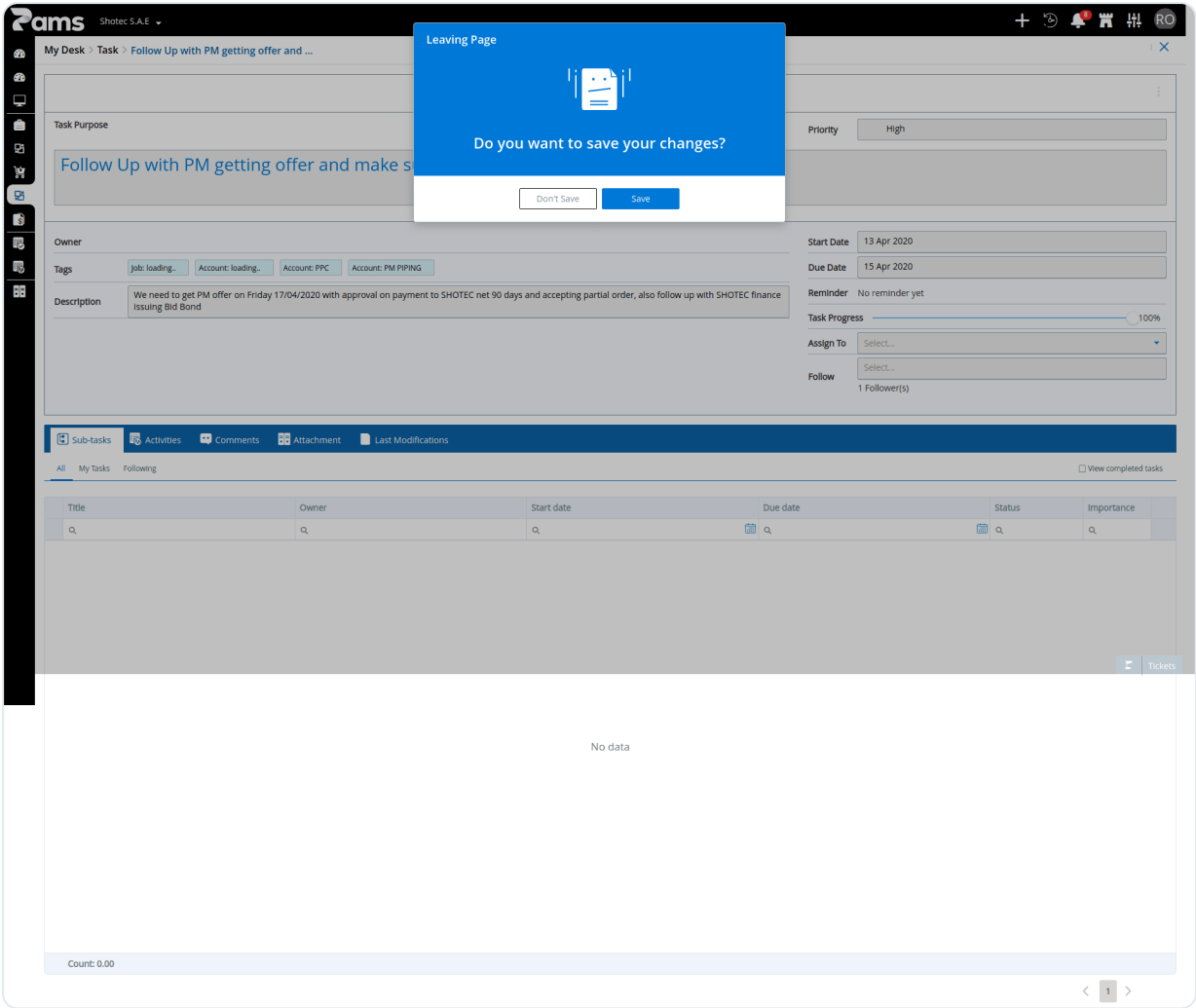


Getting Started with Warehouse

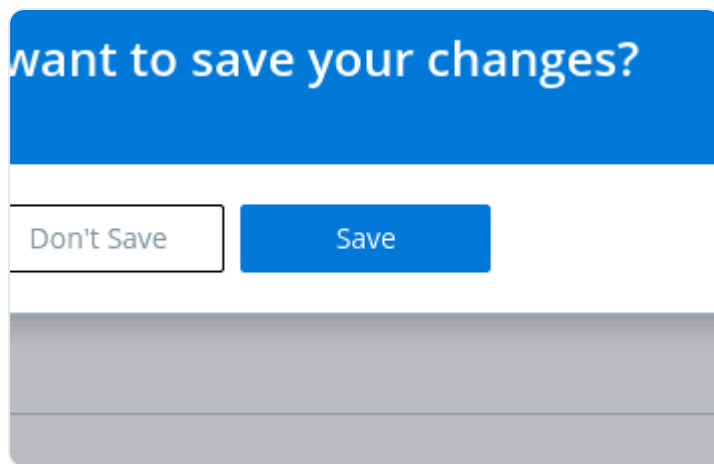
August 18, 2026

Getting Started with Warehouse

User Guide › Warehouse



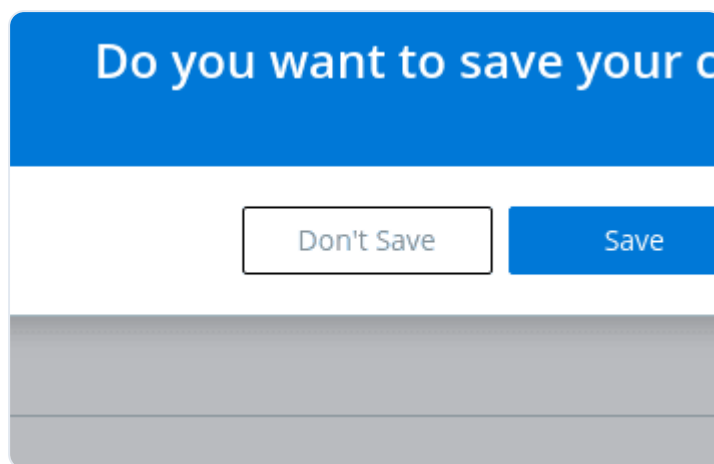
Warehouse record



Do you want to save your changes?

Don't Save Save

This is a modal dialog box with a blue header containing the text "Do you want to save your changes?". Below the header is a white area containing two buttons: "Don't Save" (a white button with a black border) and "Save" (a solid blue button). Below the buttons is a grey footer area.



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Use Warehouse to locate a warehouse record, review its details, and save the information needed for ongoing warehouse operations.

What you can do

- Use **Search box** to find a warehouse record.
- Use **Select** to open a warehouse record.
- Use **Filter by user** and **Filter by field** to narrow the displayed records.
- Use **Previous Page**, **Page 1**, and **Next Page** to move through record pages.
- Use **Incoming Inspection Note** to work with incoming inspection notes.
- Use **Tickets** to access warehouse tickets.
- Use **Save** or **Save and Close** to store changes to a warehouse record.

First session: Find and save a warehouse record

1. In Warehouse, use **Search box** to locate the required warehouse record.

2. If necessary, use **Filter by user** or **Filter by field** to narrow the results.
3. Use **Select** to open the warehouse record.
4. Review the record and complete the relevant warehouse information.
5. Select **Save** to keep the record open after saving, or select **Save and Close** to save the record and return to the previous screen.
6. If you do not want to retain your changes, select **Don't Save**.

Result

The warehouse record is saved with the updated information. If you selected **Save and Close**, the record closes after the changes are stored.

Next steps

Open **Incoming Inspection Note** to record incoming inspection information, or select **Tickets** to continue with warehouse-related tickets.

Related pages

- [Warehouse — Overview](#)
- [Delivery Note](#)
- **Warehouse — Learning Path**
- [External Service Type](#)
- [Inspection](#)
- [Goods Issue Note](#)
- [Awaiting Inspection](#)
- [Awaiting Storage](#)
- [**Delivery Note](#)
- [External Service Type](#)
- [Inspection](#)
- [Goods Issue Note**](#)
- [Package](#)
- [Received](#)
- [Goods Return Note](#)